

Chertsey Maths Club

Health and Safety Policy

Chertsey Maths Club considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

The Club has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Club staff follow the Club's **Health and Safety** policy and commit to:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending the Club
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when necessary.

Responsibilities of the owner

The Club owner holds ultimate responsibility and liability for the safe operation of the Club. They will ensure that:

- All staff and volunteers receive information on health and safety matters, and receive training where necessary
- The **Health and Safety** policy and procedures are reviewed regularly
- Staff and volunteers understand and follow health and safety procedures
- Resources are provided to meet the Club's health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

Responsibilities of the Club Leader

The Club's Tutor is responsible for ensuring that at each session:

- Grounds/Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The space is used solely by the club, when children are present
- All the Club's equipment is safely and securely stored
- A working telephone is available on the premises at all times
- Any chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- Daily environment checks are carried out

Security

Children are not allowed to leave the Club premises during the session unless prior permission has been given by the parents.

During Club sessions all external doors are kept locked, with the exception of fire doors which are alarmed. Staff monitor the entrances and exits to the premises throughout the session.

Security procedures will be regularly reviewed.

Equipment

All equipment will be kept clean, well maintained and in good repair. We select equipment and resources with care, and assess their suitability before the children are allowed to use them. Broken equipment is disposed of promptly.

We ensure that any flammable equipment is stored safely.

Food and personal hygiene

We maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Waste is disposed of safely.
- Staff ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately.

Staffing levels

Levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken.

This policy was adopted by: Chertsey Maths Club	Date: 01/09/2018
To be reviewed: 01/09/2020	Signed: 